Toxics Release Inventory (TRI)

Magnetic Media File Formats for RY2002-Final

March 20, 2003

Environmental Protection Agency
Office of Environmental Information
Office of Information Analysis and Access
TRI Program Division

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1.0 Introduction

1.1 Options for Submitting TRI Data.

For TRI Reporting Year (RY) 2002 (forms due July 1, 2003), TRI regulated facilities have nine options for how to submit their TRI forms:

> **Electronic submission over the Internet using *TRI-ME* and EPA's Central Data Exchange (CDX).** New for this year, the electronic submission process is entirely paperless.   This is the preferred option for submitting to U.S. EPA, although it is not available for state submissions for RY2002.   The files that are sent to EPA exactly follow the *Magnetic Media File Formats for RY2002* as set forth in this document. Facilities have two ways of preparing their electronic submissions:
>
> 1. Facilities may use *TRI-ME* from the beginning to understand and complete their TRI forms, and then proceed through *TRI-ME*'s submission module to submit electronically over the Internet using CDX.
> 2. Facilities may prepare their TRI forms using another (third party) software product. If this third party software product produces electronic output files consistent with the *Magnetic Media File Formats for* RY2002 then facilities may load this data into *TRI-ME* and then proceed through *TRI-ME*'s submission module to submit electronically over the Internet using CDX.
>
> **Diskette.** Facilities may submit using a 3.5 inch high density floppy diskette to EPA and to most States. A signed certification letter must accompany the diskette when it is mailed to EPA and the States.   The files that are put on the diskette are sent to EPA pursuant to the *Magnetic Media File Formats for RY2002* as set forth in this document. Facilities have three ways of preparing their diskettes:
> 3. Facilities may use *TRI-ME* from the beginning to understand and complete their TRI forms, and then proceed through *TRI-ME*'s submission module to create diskettes.
> 4. Facilities may prepare their TRI forms using another (third party) software product. If this third party software product produces electronic output files consistent with the *Magnetic Media File Formats for* RY2002 then facilities may load this data into *TRI-ME* and use *TRI-ME*'s submission module to prepare a diskette.
> 5. Facilities may prepare their TRI forms using another (third party) software product. If this third party software product produces electronic output files consistent with the *Magnetic Media File Formats for RY2002* then facilities may copy this data onto a diskette.
>
> **Paper Forms.** Facilities may submit their forms to EPA and almost all States on paper. This is the least preferred way as it is most costly to process and is most error prone. Facilities have four ways of preparing the paper forms:

6. Facilities may use *TRI-ME* from the beginning to understand and complete their TRI forms, and then proceed through *TRI-ME*'s submission module to create paper forms.

7. Facilities may prepare their TRI forms using another (third party) software product. If this third party software product produces paper forms completely consistent with the official paper forms, these may be submitted.

8. Facilities may complete the traditional paper form contained in the *Toxic Chemical Release Inventory Reporting Forms and Instructions, Revised 2002 Version*. This method of submission is the most likely to produce errors and EPA does not encourage this method.

9. Facilities may prepare their TRI forms using another (third party) software product. If this third party software product produces electronic output files consistent with the Magnetic Media File Formats for RY2002 then facilities may load this data into TRI-ME and use TRI-ME's submission module to print paper forms.

1.1 Instructions for Software Vendors

This document explains and sets forth the *TRI Magnetic Media File Formats for RY2002*. We are distributing this document to enable you to update your company's software for TRI Reporting Year 2002 (RY2002).

The TRI Magnetic Media ASCII transfer file format (sometimes called the TRI Flat Files) that *TRI-ME* or third party software should produce is the denormalized version of the Form R report and Form A certification statement. These Flat Files contain all the data a user would enter into traditional paper Form R report and Form A certification statements.

There are only six changes in these Flat File formats from the prior (RY2001) TRI Reporting Year (see section 2.0 below). Details describing the appropriate output file format for processing in EPA's TRI database can be found in Section 5.0 of this document.

Third-party software vendors may wish to encourage their customers to load their data into *TRI-ME* and use *TRI-ME*'s submission module to actually prepare the internet, diskette or paper submission.

> **What are the TRI Flat Files?**
>
> If you look at the contents of a submission diskette created by EPA's TRI Reporting software (TRI-ME), you'll notice 18 text files with the names "TRITR" and "TRI01" through "TRI17" (note that the text files do not have ".txt" file extensions). Each text file contains a different set of information extracted from your Forms (e.g., TRI14 contains Part I information about your facility). The Flat Files contain all the data elements in the traditional paper Form R and A, but they do not look like the traditional paper forms.

This is because *TRI-ME*'s submission module contains a validation process that checks for various errors. Facilities that use *TRI-ME*'s submission module and correct the errors identified are much less likely to receive subsequent formal error notices from U.S. EPA.

If you have specific questions regarding these Flat File formats please contact Annette Marion, (202) 566-0731 or via email at "marion.annette@epa.gov".

For more information about Toxics Release Inventory Made Easy (*TRI-ME*) 2002 or prior year(s) TRI reporting software, visit our websites at http://www.epa.gov/tri/trime and at http://www.epa.gov/tri/. It is recommended that you make a practice of visiting this site weekly throughout the year, since in many cases this will be the earliest source of information about a change to TRI reporting software.

General information for creating your application:

, As you create software that generates paper and electronic TRI reporting forms for Reporting Year 2002 submissions to EPA, we suggest that you support the Form A as well as the Form R. See Appendix A links to the sample Forms R and A. Please note that the output field CERT_LTR (record #84 in TRI01) indicates whether the submitter has selected the Form A option.

, Your software must comply with the general instructions for completing the Form R. If you support the Form A, your software must comply with the general instructions for completing the Form A. The instructions for preparing the Form R electronically do not supersede the instructions for completing a hard copy form. For instance, electronic submissions, like paper, must report "NA" where there is no other information to report.   Review the *Toxic Chemical Release Inventory Reporting Forms and Instructions Revised 2002 Version* to identify additional changes in the reporting requirements (for example, chemicals being added or delisted, etc.) that do not directly affect the format of magnetic media submissions.

, Any questions about these file formats may be answered by referring to EPA's *TRI-ME* reporting software application. The data entry function in the application demonstrates a full ensemble of edit checks together with all tables (chemicals, SIC codes, etc.) needed for data entry. In a side-by-side comparison, your software should produce the same output files as the *TRI-ME* software application.

, ***For RY2002 the Office of Management and Budget (OMB) has approved new versions of EPA's Form R report and Form A certification statement.   Third-party software facsimiles of the Form R report and Form A certification statement must reflect these new***

changes to the forms. Be sure to also include the new OMB expiration date in the header and the form revision date in the footer.

1.2 UTIL, the State Utility Software

PLEASE NOTE: UTIL is not submission software.

The State Utility software - UTIL - is a separate program designed to enable states and other users the ability to export TRI data into a relational format. The functionality of UTIL for the 2002 reporting year will provide states with all of the data entry functionality formerly found in ATRS plus the export options previously found in UTIL. The program will allow importing of diskettes from multiple facilities plus the ability to manually enter submissions. The estimated release date is Mid-May 2003 and is not intended for use by submitters.

Contact the TRI program division directly at <TRI.US@epa.gov> for additional information on this enhancement.

2.0 Changes for RY2002

Flat Files

There are only six changes to the TRI Flat Files for Reporting Year 2002:

- Record #9, Field #9 CERT_DATE - The CERT_DATE format in TRI01 which stores the Certification Date from Part I, Section 1.4 of the Form R/A has been changed from MMDDYYYY to YYYYMMDD.
- Record #17, Field #17 CAS_NO - The CAS_NO field in TRI01 which stores the Chemical Abstracts Service (CAS) registry number (or category code) from Part II, Section 1.1 of the Form R/A has been changed from left-justified to right-justified.
- Addition of Record #130, Field #15 OFF_COUNTRY_NAME im TRI08 - The TRI Magnetic Media File format will now store the non-US country code, as well as, the non-US country name. The OFF_COUNTRY_NAME is 44 characters in length. NOTE: Only the non-US country code in Part II, Section 6.2 of the form will actually appear on the printed Form R..
- Addition of Record #186 , Field #24 MAIL_COUNTRY_NAME - MAIL_COUNTRY_NAME in TRI14 - The MAIL_COUNTRY name is 44 characters in length and left justified. NOTE: Only the mail country code in Part I, Section 4.1 of the form will actually appear on the printed Form R.

New for reporting year 2002 is an addition in Part I, Section 4.3 on the Form R and A for the email address of the technical contact. If the technical contact at your facility does not have an email address, you should enter NA.

- Addition of Record #89, Field #89 E_ADDRESS in TRI01 - The E_ADDRESS is 100 characters in length and left justified. NOTE: If the technical contact at your facility does not have an email address you should enter NA.
- Addition of Record #90, Field #90 E_ADDRESS_TYPE - E_ADDRESS_TYPE in TRI01 - The E_ADDRESS_TYPE is 10 characters in length and left justified. NOTE: The permissible value generated by the software is EMAIL.

Other changes for RY2002

EPA's mailing address for TRI submissions has changed. See the *Toxic Chemical Release Inventory Reporting Forms and Instructions Revised 2002 Version* for the new address.

The M codes used in Column C of Section 6.2 of the Form R have been updated. M72 (Landfill/Disposal Surface Impoundment) was deleted and replaced by M codes M63 (Surface Impoundment), M64 (Other Landfills) and M65 (RCRA Subtitle C Landfills).

Starting with reporting year 2002, facilities can determine their latitude and longitude by using the *TRI Facility Siting Tool* found on the TRI home page. For more information about the siting tool see Appendix E of the *Toxic Chemical Release Inventory Reporting Forms and Instructions Revised 2002 Version.*

3.0 Questions and Answers for TRI Software Vendors

The following questions and answers are based on compatibility problems found when uploading submissions created with vendor software to the TRI database. To ensure your software creates valid submissions, please verify that the output files comply with the logic and business notes described in this document. Please also specify an identifier for your software and company in the TRITR file as indicated in the file format table also in this document.

Q1:   *Does the EPA test and/or certify 3ʳᵈ party software?*

A1:   No. EPA provides no support or testing services for vendors developing software similar to the EPA's *TRI-ME*. Developers are encouraged to use this document along with *TRI-ME* RY2002 to answer design questions.

Q2:   *What should be printed on Form R continuation pages for page 3 under Section 6.1.A.1,* **Total Transfers to POTW***?*

A2:   This field may be left blank on continuation pages since it duplicates information already printed.

Q3:   *How many decimal places may a submitter report up to for PBT chemicals, including dioxin and dioxin-like compounds?*

A3:   EPA's reporting software and data management systems support release values up to 11 characters (for Sections 5 and 6 of the Form R) and 13 characters (for Section 8 of the Form R) where the decimal point counts as a character. This means the largest release value that may be reported in Sections 5 and 6 is 99,999,999,999 (more than 99 billion), or in the case of Section 8, 9,999,999,999,999 (more than 9 trillion). The smallest release value that may be reported in all three sections is 0.0000001 (one ten-millionth). In the case of PBTs, including dioxin and dioxin-like compounds, EPA's reporting software supports release values up to 7 digits to the right of the decimal. If all 7 decimal places are used, the maximum release value to the left of the decimal point is 999 (i.e. the character string 999.1234567 is 11 characters long and 99999.1234567 is 13 characters long). If a facility has a release value exceeding 999 and its data calculations support the use of 7 or more digits to the right of the decimal point, the facility should enter the full character string for the integer value to the left of the decimal point and as many decimal characters as possible until the 11 or 13 character limit is reached.

Q4: **How many decimal places may a submitter report for the 17 dioxin and dioxin-like compounds that will be recorded as percentages in Section 1.4 in Part II of the Form R?**

A4: A submitter may report up to two places to the right of the decimal point. The decimal point is already programmed into Section 1.4 in *TRI-ME* and is not a part of the 5 characters field size.

Q5: **Must the total of the percentages for the 17 dioxin and dioxin-like compounds that will be recorded in Section 1.4 in Part II of the Form R add up to 100%?**

A5: Yes, except in those cases when a facility does not have speciation data available. In those cases, a facility should indicate NA.

Q6: **Must TRI02, 03, 04, and 05 data be duplicated for each chemical for each facility?**

A6: Yes.

Q7: **Can more than one page 5 ever be printed for a Form R?**

A7: Yes. Reporting software can allow unlimited entries of data in Part II, Section 8.10, Source Reduction Activities.

Q8: **Can trade secret chemicals be put on magnetic media?**

A8: No. Trade secret reports may not be submitted on magnetic media.

Q9: **How should the characters for the CAS Number *(Section 1.1)* and Toxic Chemical Name or Category Code *(Section 1.2) fields be justified?***

A9: The CAS_NO field is right-justified with no hyphens. Do not add leading zeros. The CHEM_NAME field is left-justified.

Q10: **In Form R Section 7A, how do we handle more than eight Waste Treatment Method codes for a single General Waste Stream code on page 4 and in magnetic media?**

A10: To enter more than eight Waste Treatment Method codes, enter "NA" into column C of the first row and leave column's D and E blank on all but the final row. The General Waste Stream code (column A) is left blank on all

continuation rows. The final row will contain valid values in columns C, D, and E.

Valid Ranges of Influent Concentration codes are 1 - 5 or "NA" (for continuation).

Shown below are the complete contents of TRI13 for one test Form R submission that shows a continuation in the first waste stream that spans three records:

```
1300001A A01A02A03A04A05A06A07B11NA
1300001  B21B31B99C01C02C09C11C21NA
1300001  C31C41C42C43C44C45NA    0110000Y
1300001W C46C99F01F11F19F31F41F420200500N
1300001L F51F61F71F81F82F83F99G010300250Y
1300001S G09G11G21G99P01P09P11P120400125N
```

Q11:   ***Does this document represent the file format for TRI-ME?***

A11:   Yes, but the file structure described in this document is only the *output* file format for *TRI-ME* RY2002.

Q12:   ***Do I need to submit a printed and signed certification letter with my submission if I used CDX?***

A12:   No. If you use *TRI-ME* to submit reports electronically over the Internet via EPA's Central Data Exchange (CDX) you should not submit a signed certification letter. Beginning with RY2002, the TRI Program is implementing the use of an electronic signature. This will eliminate the need for facilities to mail a separate hardcopy certification letter when submitting via the Internet. However, if a facility chooses to submit by diskette, at the current time and per the EPCRA Statute, a signed certification letter is required by a senior management official per EPCRA Section 313(g)(1)(B).

Q13:   ***Will there be separate documentation for the state utility, UTIL?***

A13:   Yes, UTIL will have its own documentation.

Q14:   ***How do we handle the use of NAs for both the Form R and Form A?***

A14:   Additional language regarding the use of NA, particularly the use of NA versus a numeric value (e.g. zero) is contained in the *Toxic Chemical Release Inventory Reporting Forms and Instructions Revised 2002 Version.* Please use the table below which clarifies the use of NA and where NAs are required.

Use of NA for RY 2002

Where is NA used?	Notes
Part I, Section 4.5	Terminating NA not required.
Part I, Sections 4.7-4.10	NA required only if not applicable (enter in box "a" for each section); terminating NA not required.
Part I, Section 5.1 & 5.2	Must indicate NA or fill in the Form.
Part II, Section 1.4	For dioxin and dioxin-like compounds only: NA is used when speciation data is not available.
Part II Section 5.1, 5.2	Must indicate NA or fill in with a value.
Part II, Section 5.3.1-5.3.x	Must choose NA or fill in to validate. Terminating NA not required.
Part II, Section 5.4.1-5.5.4	Must indicate NA or fill in with a value.
Part II, Section 6.1.A.1	NA or value required.
Part II, Section 6.2	Terminating NA required. Terminating NA records are only required in the Transfers to Offsite ASCII file (TRI12) if the number of transfers is not divisible by 4. Also, for off-site RCRA ID: NA is an acceptable entry for both an off-site in the U.S. and outside the U.S.
Part II, Section 7A	NA or value required in 7A.1a.
Part II, Section 7A.1b, 7A.2b, etc.	Terminating NA required.

Where is NA used?	Notes
Part II, Section 7B	Consistent use between NA and some numerical quantity (including 0) between Section 7B and 8.2 Column B is required. NA or method code required. Terminating NA not required.
Part II, Section 7C	Consistent use between NA and some numerical quantity (including 0) between Section 7C and 8.4 Column B is required. NA or method code required. Terminating NA not required.
Part II, Section 8	Terminating NA required for Section 8.10. Terminating NA records are only required in the Source Reduction Activities ASCII file (TRI 15) if the number of activities are not divisible by 4. Consistent use between NA and some numerical quantity (including 0) between Section 7B/8.2 & 7C/8.4 is required.
Form A	
Part I, Section 4.5	NA removed from drop down list; terminating NA not required.
Part I, Sections 4.7-4.10	NA required only if not applicable (enter in box "a" for each section); terminating NA not required.
Part I, Section 5.1 & 5.2	Must indicate NA or fill in the Form.

4.0 Submitting Reports on Diskette

After data entry is completed using vendor software, the data in the Flat File format are copied to a diskette for submission to EPA. Alternatively, new for RY2002, the output files may be loaded into *TRI-ME*, and then run through *TRI-ME*'s submission module. *TRI-ME*'s submission module will check the data for common errors and then enable you to submit electronically over the internet using EPA's Central Data Exchange. And your electronic submission can be electronically signed, eliminating the need to send any paper to U.S. EPA.

Diskettes submitted to EPA should be 3.5-inch and high-density (for example, 1.44 MB). They must be formatted using DOS 2.10 or higher on an IBM PC or compatible microcomputer. Submitters may not use low-density (360 KB or 720 KB) or extra-high-density (2.88 MB) diskettes. We also suggest that you tell submitters to use new diskettes, because older media (for example, "recycled" diskettes) have caused upload problems in the past. **Do not submit Form R or Form A on paper if you are reporting those chemicals electronically.**

Please note that the diskette must contain only files pertaining to TRI submissions. Any other files sent with the diskette may cause the entire diskette to be rejected during the upload process. Similarly, please inform submitters to check for viruses before sending their diskettes to the EPA for processing.

4.1 Labeling the Diskette

A label must be attached to each diskette. The label may be typed or legibly handwritten. An example of the format and content of this label is shown below.

TRI Report	
COMPANY NAME	
Date: 06/09/2003	**Density:** HD
Report Year: 2002	**Number:** 1 **of** 1
Contact: TECHNICAL CONTACT NAME (505) 555-5369	

Packaging and shipping for magnetic media are left to the discretion of the submitting facility. Submitters should be warned, however, to use a label indicating that their packages contain a diskette that is fragile and cannot be shipped with magnetized materials. Your instructions should tell users to send completed magnetic media, along with a cover letter from each submitting facility, containing an original certification signature, to:

TRI Data Processing Center
P.O. Box 1513
Lanham, MD 20703-1513

Certified mail, overnight mail, and hand-delivered submissions <u>only</u> should be addressed to:

    TRI Data Processing Center
    c/o Computer Sciences Corporation
    Suite 300
    8400 Corporate Drive
    New Carrollton, MD 20785
    Phone number: 301-429-5005

NOTE: Submitters must also send a copy of each Form R and Form A to the appropriate state agency. Information on state addresses may be found within *TRI-ME* and the *Toxic Chemical Release Inventory Reporting Forms and Instructions, Revised 2002 Version* or on the Toxics Release Inventory web site at "www.epa.gov/tri".

4.2 States That Accept Electronic Submissions

The following States have indicated that they will accept TRI submissions on magnetic media. If your State is not listed, it is recommended that you contact the responsible state environmental office to determine their plans for accepting magnetic media submissions in the future. *TRI-ME* RY2002 has been enhanced to enable entry of an address in a State Address table that can be printed on the cover letter for the state. The state address can be updated anytime a change is identified.

While *TRI-ME* enables all facilities to submit electronically, not all states accept electronic submissions. It is suggested that vendor software remind users to check with their state agency before mailing state diskette(s). Below is a list of states accepting submissions on magnetic media as of October 1, 2002.

**States Accepting Diskette Submissions
as of 10/1/2002**

AK	GA	LA	NH	OR	VT
AL	HI	MD	NJ	PA	WA
AZ[1]	IA	MI	NM	SC[2]	WI
CA	ID	MN	NV	SD	WV
CO	IL	MO	NY	TX	WY
DE	IN	MT	OH	UT	
FL	KS	ND	OK	VA	

1) Arizona Emergency Response Commission accepts diskette submissions while the Arizona Dept. of Environmental Quality accepts only paper submissions. Submissions must be sent to both agencies.

2) South Carolina accepts only diskette submissions.

4.3 Preparing the Cover Letter

If you are submitting reports on a magnetic diskette to EPA, then you must enclose a certifying cover letter for each separate facility signed by the official listed in Part I, Section 3 of the Form R or Form (name and official title of an operator, senior management official, or owner). The following page is a sample of the format and content of the cover letter.

PLEASE NOTE: The address "New Carrollton, MD" on the sample certification letter is for submissions being sent by certified mail or Courier (Fed Ex, UPS, etc...) only.

Send certification letters by regular mail to:

> TRI Data Processing Center
> P.O. Box 1513
> Lanham, MD 20703-1513
> Attn: Toxic Chemical Release Inventory
>   Magnetic Media Submission

<facility mail name>
<first half of mail address>
<second half of mail address>
<city, state zip>
TRI Fac. ID : *<trifid>*
<mm/dd/yyyy>

TRI Data Processing Center
c/o Computer Sciences Corporation
Suite 300
8400 Corporate Drive
New Carrollton, MD 20785
(301) 429-5005

To Whom It May Concern:

Enclosed please find one (1) microcomputer diskette containing toxic chemical release reporting information for:

<first half of facility name><second half of facility name>

This information is submitted as required under section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 and the Pollution Prevention Act of 1990.

We are submitting a total of **x** Chemical Report(s) for our facility.
These **x** chemical report(s) are described below:

Chemical Name	Report Year	CAS Number	Report Type
<CHEM_NAME>	*<yyyy>*	*<CAS_NO>*	<form R or Form A>

Our technical point of contact is:

<TECH_NAME>
<TECH_PHONE>
<E_ADDRESS>

and is available if any questions or problems arise in your processing of these diskettes.

If the enclosed diskette contains one or more Form R chemicals, then I hereby certify that I have reviewed the enclosed documents and that, to the best of my knowledge and belief, the submitted information is true and complete and that the amounts and values in this report(s) are accurate based on reasonable estimates using data available to the preparers of this report(s).

If the enclosed diskette contains one or more Form A chemicals, then I hereby certify that to the best of my knowledge and belief, for each toxic chemical listed in the Form A statement, the annual reportable amount as defined in 40 CFR 372.27(a) did not exceed 500 pounds for this reporting year and that the chemical was manufactured, processed or otherwise used in an amount not exceeding 1 million pounds during the reporting year.

Sincerely,
Owner Signature

<name of owner>
<title of owner>
<first half of fac name>

4.4 Preparing the Form A

EPA Form A Certification Statement (hereafter referred to as Form A) was established in 1994. This form is based on an alternate threshold for facilities with small amounts of an EPCRA section 313 chemical in released or otherwise managed in waste. The Form A serves to certify that a facility is not subject to Form R Reporting for a specific toxic chemical. The EPA intends this form to reduce the submitter's paperwork burden. Submitters using less than 500 reportable pounds and 1 million annual pounds of a chemical may choose to use the Form A rather than the Form R. (Note: PBTs, including dioxin and dioxin-like compounds cannot be reported using Form A.) Links to a sample Form A and Form R's are included in Appendix A. These forms show the fields that must be included.

Please note that the Form A was revised in RY1998 to enable reporting multiple chemicals on a single Form A for each reporting year. The Form A consists of one page 1 (facility data) and in the following page(s), all the chemicals for that facility *and* that reporting year that the submitter reports as a Form A. You should note, however, that the file formats for the magnetic versions of the Form A and the standard Form R are the same and the same data elements apply to both.

5.0 Magnetic Media ASCII Transfer File Formats (TRI Flat Files)

For accuracy, the magnetic media ASCII transfer file formats shown on the following pages have been listed directly from the data dictionary using the following headings:

Record#   Data dictionary internal record (line) number for reference.

File   File name of transfer file (no extension).

Field   Field number within a particular file.

Field_Name   Field name used within working files by the EPA's programs.

Type   Data type, usually character.

Width   Width of field in characters.

Start   Starting position of field within a file.

End   Ending position of field within a file.

Page   Page in a Form R where field appears.

Section   Section in Form R where field appears.

Description   Description of field taken from Form R; text in brackets [ ] is added to clarify Form R text.

Notes   Developers' notes. Additional notes are marked with an asterisk (*).

Asterisks (*) in the *Notes* column of file layouts refer to the following footnotes:

*1 = Release value must be one of the following:

a. a non-negative, right-justified integer (no decimals, with the exception of the reporting of PBT chemicals, including dioxin and dioxin-like compounds where decimals may be used. See footnotes # 11 and # 14 below for further information.)

b. range code of either A, B, or C, left-justified

c. NA left-justified

*2 = Each stream or water body must have a unique sequential numeric code.

*3 = Each STREAMNAME record must contain either a Stream or Water Body Name or NA.

*4 = Each POTW must have a unique sequential numeric code. POTW_CODE is the link between TRI07 and TRI11. In *TRI-ME* RY2002, POTW_CODE 0001 =

POTW_NAME1 NA and POTW_CODE 0002 = POTW_NAME1 (first one assigned by the submitter).

*5 = Each POTW_NAME1 record must contain either a POTW Name or NA.

*6 = Each Offsite must have a unique sequential numeric code. OFFSTE_COD is the link between TRI08 and TRI12. In *TRI-ME* RY2002, OFFSTE_COD 0001 = OFF_NAME1 NA and OFFSTE_COD 0002 = OFF_NAME1 (first one assigned by the submitter).

*7 = Each OFF_NAME1 record must contain either an Off-Site Name or NA.

*8 = Each stream or water body must have a unique sequential numeric code, matching the code used in TRI06. STREAMCODE is the link between TRI06 and TRI09. In *TRI-ME* RY2002, STREAMCODE 0001 = STREAMNAME NA, and STREAMCODE 0002 = STREAMNAME (first one assigned by the submitter).

*9 = Each POTW must have a unique sequential numeric code, matching the code used in TRI07.

*10 = Each Off-Site must have a unique sequential numeric code, matching the code used in TRI08.

*11 = Decimal amounts may be entered into the release, transfer, and other waste management fields of the Form R, for PBTs, including dioxins and dioxin-like compounds. The use of a decimal in these fields is for the reporting of PBTs, including dioxin and dioxin like compounds ONLY. Decimal reporting is not allowed for non-PBT chemicals. See Q & A #2 in Section 3.0 of this document for additional information.

*12 = Decimals are implied by position in **Production Ratio**, Record #80 in File TRI01. This 9 position field is considered to be 7 whole numbers followed by 2 decimal positions.

*13 = **Storm Percent**, Record #133 is also a 5 position field whose rightmost 2 positions are considered to be decimals.

*14 = The 17 fields for **percentage of dioxin and dioxin-like compounds** in TRI17 are 5 position fields whose rightmost 2 positions are considered to be decimals.

*15 = The REPORT_YR field in the TRI01 table is not the same as REPORT_YR field in TRITR. TRI01.REPORT_YR contains the reporting year of the submission (Part 1, Section 1), while TRITR.REPORT_YR contains the year of the Software version used to create the diskette.

*16 = The concatenated value of field #'s 163 (FAC_NAME1) and 164 (FAC_NAME2) hold the complete facility name.

The following pages contain file format details for those interested in developing TRI submission software. Each file format contains a sequential listing of record numbers and other required database information.

Record#	File	Field	Field_Name	Type	Width	Start	End	Page	Section	Description	Notes
1	TRI01	1	REC_TYPE	Character	2	1	2			[Record type]	Enter 01
2	TRI01	2	REPORT_NUM	Character	5	3	7			[Report number]	Sequential number
3	TRI01	3	FAC_SEQNUM	Character	4	8	11			[Facility sequential number]	Sequential number
4	TRI01	4	TRADE_SCRT	Character	1	12	12	1	2.1	Are you claiming the toxic ...	Enter N
5	TRI01	5	SANITIZED	Character	2	13	14	1	2.2	If yes in 2.1, is this copy: ...	Enter NA
6	TRI01	6	REPORT_YR	Character	4	15	18	1	1	Reporting year	Enter year being reported, e.g.,1996 *15
7	TRI01	7	CERT_NAME	Character	45	19	63	1	3	Name and official title[Name]	Name only - left-justified
8	TRI01	8	CERT_TITLE	Character	45	64	108	1	3	Name and official title[Title]	Official title only - left-justified
9	TRI01	9	CERT_DATE	Character	8	109	116	1	3	Date Signed	Date format YYYYMMDD
10	TRI01	10	PART_FAC	Character	1	117	117	1	4.2	This report contains info...	Enter A (entire) or B (part)
11	TRI01	11	TECH_NAME	Character	45	118	162	1	4.3	Name [Technical Contact]	Left-justified
12	TRI01	12	TECH_PHONE	Character	20	163	182	1	4.3	Telephone ... [Technical Contact]	With area code, no parens, hyphens or spaces, left-justified
13	TRI01	13	CONT_NAME	Character	45	183	227	1	4.4	Name [Public Contact]	Left-justified
14	TRI01	14	CONT_PHONE	Character	20	228	247	1	4.4	Telephone ... [Public Contact]	With area code, no parens, hyphens or spaces, left-justified
15	TRI01	15	UIC_NUM1	Character	12	248	259	1	4.10a	Underground injection ... [1st UIC]	Right-justified, or NA
16	TRI01	16	UIC_NUM2	Character	12	260	271	1	4.10b	Underground injection ... [2nd UIC]	Right-justified
17	TRI01	17	CAS_NO	Character	9	272	280	2	1.1	CAS Number (Important: Enter ...	Right-justified , or NA, no padding
18	TRI01	18	CHEM_NAME	Character	70	281	350	2	1.2	Toxic Chemical or Category ...	Left-justify with trailing spaces, or NA
19	TRI01	19	MIXTURE	Character	70	351	420	2	2.1	Generic Chemical Name Provided	Left-justify, or NA if 1.1 and 1.2 are not NA
20	TRI01	20	PRODUCE	Character	1	421	421	2	3.1	a. Produce	Enter Y or N
21	TRI01	21	IMPORT	Character	1	422	422	2	3.1	b. Import	Enter Y or N
22	TRI01	22	ON_SITE	Character	1	423	423	2	3.1	c. For on-site use/processing	Enter Y or N
23	TRI01	23	SALE_DIST	Character	1	424	424	2	3.1	d. For sale/distribution	Enter Y or N
24	TRI01	24	BYPRODUCT	Character	1	425	425	2	3.1	e. As a byproduct	Enter Y or N
25	TRI01	25	IMPURITY	Character	1	426	426	2	3.1	f. As an impurity	Enter Y or N
26	TRI01	26	REACTANT	Character	1	427	427	2	3.2	a. As a reactant	Enter Y or N
27	TRI01	27	FORMULATN	Character	1	428	428	2	3.2	b. As a formulation component	Enter Y or N
28	TRI01	28	ARTICLE	Character	1	429	429	2	3.2	c. As an article component	Enter Y or N
29	TRI01	29	REPACKAGE	Character	1	430	430	2	3.2	d. Repackaging	Enter Y or N
30	TRI01	30	IMPURITY2	Character	1	431	431	2	3.2	e. As an impurity	Enter Y or N
31	TRI01	31	CHEM_PROC	Character	1	432	432	2	3.3	a. As a chemical processing aid	Enter Y or N
32	TRI01	32	MNFG_AID	Character	1	433	433	2	3.3	b. As a manufacturing aid	Enter Y or N
33	TRI01	33	ANCILLARY	Character	1	434	434	2	3.3	c. Ancillary or other use	Enter Y or N
34	TRI01	34	MAX_ONSITE	Character	2	435	436	2	4.1	(Enter two-digit code from inst ...	Enter amount range code (01 through 11)
35	TRI01	35	FAIR_REL	Character	11	437	447	2	5.1	Fugitive or non- ... [Release]	Right-justify number, or NA *1, *11
36	TRI01	36	FAIR_BASIS	Character	2	448	449	2	5.1	Fugitive or non- ... [Basis]	Basis code (M, C, E, or O)
37	TRI01	37	SAIR_REL	Character	11	450	460	2	5.2	Stack or point ... [Release]	Right-justify number, or NA *1, *11
38	TRI01	38	SAIR_BASIS	Character	2	461	462	2	5.2	Stack or point ... [Basis]	Basis code (M, C, E, or O)
39	TRI01	39	UI1_REL	Character	11	463	473	2	5.4.1	Underground injec ClassI [Release]	Right-justify number, or NA *1, *11
40	TRI01	40	UI1_BASIS	Character	2	474	475	2	5.4.1	Underground injec Class I [Basis]	Basis code (M, C, E, or O)
41	TRI01	41	RCRA_REL	Character	11	476	486	3	5.5.1.A	Landfill RCRA [Release]	Right-justify number, or NA *1, *11
42	TRI01	42	RCRA_BAS	Character	2	487	488	3	5.5.1.A	Landfill RCRA [Basis]	Basis code (M, C, E, or O)
43	TRI01	43	LND_REL	Character	11	489	499	3	5.5.2	Land treatment/app ... [Release]	Right-justify number, or NA *1, *11
44	TRI01	44	LAND_BAS	Character	2	500	501	3	5.5.2	Land treatment/app ... [Basis]	Basis code (M, C, E, or O)
45	TRI01	45	SRF_REL	Character	11	502	512	3	5.5.3	Surface impoundment [Release]	Right-justify number, or NA *1, *11
46	TRI01	46	SRF_BAS	Character	2	513	514	3	5.5.3	Surface impoundment [Basis]	Basis code (M, C, E, or O)
47	TRI01	47	OTHR_REL	Character	11	515	525	3	5.5.4	Other disposal [Release]	Right-justify number, or NA *1, *11

Record#	File	Field	Field_Name	Type	Width	Start	End	Page	Section	Description	Notes
48	TRI01	48	OTHR_BAS	Character	2	526	527	3	5.5.4	Other disposal [Basis]	Basis code (M, C, E, or O)
49	TRI01	49	POTW_REL	Character	11	528	538	3	6.1.A.1	Total Transfers (pounds/ [POTWs]	Right-justify number, or NA *1, *11
50	TRI01	50	POTW_BAS	Character	2	539	540	3	6.1.A.2	Basis of Estimate ... [POTWs]	Basis code (M, C, E, or O)
51	TRI01	51	QRELS_COLA	Character	13	541	553	5	8.1	Quantity released [Col A]	Right-justify number, or NA *11
52	TRI01	52	QRELS_COLB	Character	13	554	566	5	8.1	Quantity released [Col B]	Right-justify number, or NA *11
53	TRI01	53	QRELS_COLC	Character	13	567	579	5	8.1	Quantity released [Col C]	Right-justify number, or NA *11
54	TRI01	54	QRELS_COLD	Character	13	580	592	5	8.1	Quantity released [Col D]	Right-justify number, or NA *11
55	TRI01	55	ONRCV_COLA	Character	13	593	605	5	8.2	Quantity used ... on-site [Col A]	Right-justify number, or NA *11
56	TRI01	56	ONRCV_COLB	Character	13	606	618	5	8.2	Quantity used ... on-site [Col B]	Right-justify number, or NA *11
57	TRI01	57	ONRCV_COLC	Character	13	619	631	5	8.2	Quantity used ... on-site [Col C]	Right-justify number, or NA *11
58	TRI01	58	ONRCV_COLD	Character	13	632	644	5	8.2	Quantity used ... on-site [Col D]	Right-justify number, or NA *11
59	TRI01	59	OFRCV_COLA	Character	13	645	657	5	8.3	Quantity used ... off-site [Col A]	Right-justify number, or NA *11
60	TRI01	60	OFRCV_COLB	Character	13	658	670	5	8.3	Quantity used ... off-site [Col B]	Right-justify number, or NA *11
61	TRI01	61	OFRCV_COLC	Character	13	671	683	5	8.3	Quantity used ... off-site [Col C]	Right-justify number, or NA *11
62	TRI01	62	OFRCV_COLD	Character	13	684	696	5	8.3	Quantity used ... off-site [Col D]	Right-justify number, or NA *11
63	TRI01	63	ONRCY_COLA	Character	13	697	709	5	8.4	Quantity recycled on-site [Col A]	Right-justify number, or NA *11
64	TRI01	64	ONRCY_COLB	Character	13	710	722	5	8.4	Quantity recycled on-site [Col B]	Right-justify number, or NA *11
65	TRI01	65	ONRCY_COLC	Character	13	723	735	5	8.4	Quantity recycled on-site [Col C]	Right-justify number, or NA *11
66	TRI01	66	ONRCY_COLD	Character	13	737	748	5	8.4	Quantity recycled on-site [Col D]	Right-justify number, or NA *11
67	TRI01	67	OFRCY_COLA	Character	13	749	761	5	8.5	Quantity recycled off-site [Col A]	Right-justify number, or NA *11
68	TRI01	68	OFRCY_COLB	Character	13	762	774	5	8.5	Quantity recycled off-site [Col B]	Right-justify number, or NA *11
69	TRI01	69	OFRCY_COLC	Character	13	775	787	5	8.5	Quantity recycled off-site [Col C]	Right-justify number, or NA *11
70	TRI01	70	OFRCY_COLD	Character	13	788	800	5	8.5	Quantity recycled off-site [Col D]	Right-justify number, or NA *11
71	TRI01	71	ONTRT_COLA	Character	13	801	813	5	8.6	Quantity treated on-site [Col A]	Right-justify number, or NA *11
72	TRI01	72	ONTRT_COLB	Character	13	814	826	5	8.6	Quantity treated on-site [Col B]	Right-justify number, or NA *11
73	TRI01	73	ONTRT_COLC	Character	13	827	839	5	8.6	Quantity treated on-site [Col C]	Right-justify number, or NA *11
74	TRI01	74	ONTRT_COLD	Character	13	840	852	5	8.6	Quantity treated on-site [Col D]	Right-justify number, or NA *11
75	TRI01	75	OFTRT_COLA	Character	13	853	865	5	8.7	Quantity treated off-site [Col A]	Right-justify number, or NA *11
76	TRI01	76	OFTRT_COLB	Character	13	866	878	5	8.7	Quantity treated off-site [Col B]	Right-justify number, or NA *11
77	TRI01	77	OFTRT_COLC	Character	13	879	891	5	8.7	Quantity treated off-site [Col C]	Right-justify number, or NA *11
78	TRI01	78	OFTRT_COLD	Character	13	892	904	5	8.7	Quantity treated off-site [Col D]	Right-justify number, or NA *11
79	TRI01	79	RELSE_ENVI	Character	13	905	917	5	8.8	Quantity released to the ...	Right-justify number, or NA *11
80	TRI01	80	PROD_RATIO	Character	9	918	926	5	8.9	Production ratio or activity Index	NA or number, Right-justify, zero fill, no decimal *12
81	TRI01	81	ADD_INFO	Character	1	927	927	5	8.11	Is additional optional info ...	Enter Y or N
82	TRI01	82	REV_FLAG	Character	1	928	928	1	1.1	Revision Flag	Enter Y or N
83	TRI01	83	FED_FLAG	Character	1	929	929	1	4.2c	Federal Facility Type	Enter F, C or G
84	TRI01	84	CERT_LTR	Character	1	930	930			Form A	Enter Y or N
85	TRI01	85	UI2_REL	Character	11	931	941	2	5.4.2	Underground injec Class II-IV Rel	Right-justify number or NA *1
86	TRI01	86	UI2_BASIS	Character	2	942	943	2	5.4.2	Underground injec Class II-IV Basis	Basis code (M, C, E, or O)
87	TRI01	87	FILL_REL	Character	11	944	954	3	5.5.1.B	Other Landfills Release	Right-justify number, or NA *1
88	TRI01	88	FILL_BAS	Character	2	955	956	3	5.5.1.B	Other Landfills Basis	Basis code (M, C, E or O)
89	TRI01	89	E_ADDRESS	Character	100	957	1056	1	4.4	Electronic address text [Technical contact]	Left-justify alphanumeric text, or NA
90	TRI01	90	E_ADDRESS_TYPE	Character	10	1057	1066	1	4.4	Electronic address type name [Technical Contact]	Left-justify, alphanumeric, permissible value is EMAIL
91	TRI02	1	REC_TYPE	Character	2	1	2			[Record type]	Enter 02
92	TRI02	2	REPORT_NUM	Character	5	3	7			[Report number]	Sequential number (1st is Primary SIC)

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93	TRI02	3	SIC_CODE	Character	4	8	11	1	4.5	SIC Code (4-digit)	SIC code
94	TRI03	1	REC_TYPE	Character	2	1	2			[Record type]	Enter 03
95	TRI03	2	REPORT_NUM	Character	5	3	7			[Report number]	Sequential number
96	TRI03	3	DUN_NUMBER	Character	9	8	16	1	4.7	Dunn & Bradstreet Number(s) ...	Right-justify, no dashes, or NA
97	TRI04	1	REC_TYPE	Character	2	1	2			[Record type]	Enter 04
98	TRI04	2	REPORT_NUM	Character	5	3	7			[Report number]	Sequential number
99	TRI04	3	EPA_ID	Character	12	8	19	1	4.8	EPA Identification Numbers(s) ...	Right-justify, no dashes, or NA
100	TRI05	1	REC_TYPE	Character	2	1	2			[Record type]	Enter 05
101	TRI05	2	REPORT_NUM	Character	5	3	7			[Report number]	Sequential number
102	TRI05	3	NPDES	Character	10	8	17	1	4.9	Facility NPDES Permit Number(s)	Right-justify, or NA
103	TRI06	1	REC_TYPE	Character	2	1	2			[Record type]	Enter 06
104	TRI06	2	STREAMCODE	Character	4	3	6		5.3._	[Stream or Water Body... Code]	Sequential numeric characters *2
105	TRI06	3	STREAMNAME	Character	70	7	76	2	5.3._	Stream or Water Body Name	Left-justify *3
106	TRI07	1	REC_TYPE	Character	2	1	2			[Record type]	Enter 07
107	TRI07	2	POTW_CODE	Character	4	3	6		6.1.B._	[POTW Code]	Matches record Type 11 link code *4
108	TRI07	3	POTW_NAME1	Character	30	7	36	3	6.1.B._	POTW Name [1st part]	Left-justify *5
109	TRI07	4	POTW_NAME2	Character	30	37	66	3	6.1.B._	POTW Name [2nd part]	Left-justify
110	TRI07	5	POTW_STRE1	Character	30	67	96	3	6.1.B._	Street Address [POTW 1st part]	Left-justify
111	TRI07	6	POTW_STRE2	Character	30	97	126	3	6.1.B._	Street Address [POTW 2nd part]	Left-justify
112	TRI07	7	POTW_CITY	Character	25	127	151	3	6.1.B._	City [POTW]	Left-justify
113	TRI07	8	POTW_COUNT	Character	25	152	176	3	6.1.B._	County [POTW]	Left-justify
114	TRI07	9	POTW_STATE	Character	2	177	178	3	6.1.B._	State [POTW]	Left-justify
115	TRI07	10	POTW_ZIP	Character	9	179	187	3	6.1.B._	Zip Code [POTW]	Left-justify, no dashes
116	TRI08	1	REC_TYPE	Character	2	1	2			[Record type]	Enter 08
117	TRI08	2	OFFSTE_COD	Character	4	3	6	3	6.2._	[Off-Site Code]	Sequential number *6
118	TRI08	3	RCRA_ID	Character	12	7	18	3	6.2._	Off-site EPA Identification ...	Right-justify, or NA
119	TRI08	4	OFF_NAME1	Character	30	19	48	3	6.2._	Off-Site Location Name [1st part]	Left-justify *7
120	TRI08	5	OFF_NAME2	Character	30	49	78	3	6.2._	Off-Site Location Name [2nd part]	Left-justify
121	TRI08	6	OFF_STRET1	Character	30	79	108	3	6.2._	Street Address [Off-Site 1st part]	Left-justify
122	TRI08	7	OFF_STRET2	Character	30	109	138	3	6.2._	Street Address [Off-Site 2nd part]	Left-justify
123	TRI08	8	OFF_CITY	Character	25	139	163	3	6.2._	City [Off-Site]	Left-justify
124	TRI08	9	OFF_COUNTY	Character	25	164	188	3	6.2._	County [Off-Site]	Left-justify
125	TRI08	10	OFF_STATE	Character	2	189	190	3	6.2._	State [Off-Site]	Left-justify
126	TRI08	11	OFF_ZIP	Character	14	191	204	3	6.2._	Zip Code [Off-Site]	Left-justify
127	TRI08	12	OFF_CNTRL	Character	2	205	206	3	6.2._	Is location under control of ...	Enter Y or N
128	TRI08	13	OFF_COUNTRY	Character	2	207	208	3	6.2_	Non-US Country code	
129	TRI08	14	OFF_PROVINCE	Character	25	209	233	3	6.2_	Non-US State/Province	Left-justify
130	TRI08	15	OFF_COUNTRY_NAME	Character	44	234	277	3	6.2_	Non-US Country name	Left-justify
131	TRI09	1	REC_TYPE	Character	2	1	2			[Record type]	Enter 09
132	TRI09	2	REPORT_NUM	Character	5	3	7			[Report number]	Sequential number
133	TRI09	3	STREAMCODE	Character	4	8	11			[Stream or Water... Name Code]	Matches record Type 06 link code *8

Record#	File	Field	Field_Name	Type	Width	Start	End	Page	Section	Description	Notes
134	TRI09	4	STREAM_REL	Character	11	12	22	2	5.3._	Stream or Water ... [Release]	Release estimate, Range code *1
135	TRI09	5	STREAM_BAS	Character	2	23	24	2	5.3._	Stream or Water ... [Basis]	Basis code (M, C, E, or O)
136	TRI09	6	STORM_PCT	Character	5	25	29	2	5.3._	Stream or Water ... [Stormwater]	Right-justify percent (no decimal point) or NA *13
137	TRI10	1	REC_TYPE	Character	2	1	2			[Record type]	Enter 10
138	TRI10	2	REPORT_NUM	Character	5	3	7			[Report number]	Sequential number
139	TRI10	3	SITRCVMTD	Character	3	8	10	5	7B	On-Site Energy Recovery ...	Three char. code or NA
140	TRI11	1	REC_TYPE	Character	2	1	2			[Record type]	Enter 11
141	TRI11	2	REPORT_NUM	Character	5	3	7			[Report number]	Sequential number
142	TRI11	3	POTW_CODE	Character	4	8	11	3	6.1.B._	[POTW Code]	Matches record Type 07 link code *9
143	TRI12	1	REC_TYPE	Character	2	1	2			[Record type]	Enter 12
144	TRI12	2	REPORT_NUM	Character	5	3	7			[Report number]	Sequential number
145	TRI12	3	OFFSTE_COD	Character	4	8	11		6.2._	[Off-Site Code]	Matches record type 08, numeric character *10
146	TRI12	4	OFFSTE_REL	Character	11	12	22	4	6.2._	Total Transfers ... [Off-Site]	Right-justify number, or NA *1
147	TRI12	5	OFFSTE_BAS	Character	2	23	24	4	6.2._	Basis of Estimate ... [Off-Site]	Basis code (M, C, E, or O)
148	TRI12	6	OFFSTE_TRE	Character	3	25	27	4	6.2._	Type of Waste ... [Off-Site]	OffsiteTreatment code
149	TRI13	1	REC_TYPE	Character	2	1	2			[Record type]	Enter 13
150	TRI13	2	REPORT_NUM	Character	5	3	7			[Report number]	Sequential
151	TRI13	3	WTME_STREM	Character	2	8	9	4	7A._a	General Waste Stream (enter ...	Wastestream code or NA
152	TRI13	4	WTME_TRET1	Character	3	10	12	4	7A._b	Waste Treatment Method(s) ... [1]	3 char Treatment code or NA
153	TRI13	5	WTME_TRET2	Character	3	13	15	4	7A._b	Waste Treatment Method(s) ... [2]	3 char Treatment code or NA
154	TRI13	6	WTME_TRET3	Character	3	16	18	4	7A._b	Waste Treatment Method(s) ... [3]	3 char Treatment code or NA
155	TRI13	7	WTME_TRET4	Character	3	19	21	4	7A._b	Waste Treatment Method(s) ... [4]	3 char Treatment code or NA
156	TRI13	8	WTME_TRET5	Character	3	22	24	4	7A._b	Waste Treatment Method(s) ... [5]	3 char Treatment code or NA
157	TRI13	9	WTME_TRET6	Character	3	25	27	4	7A._b	Waste Treatment Method(s) ... [6]	3 char Treatment code or NA
158	TRI13	10	WTME_TRET7	Character	3	28	30	4	7A._b	Waste Treatment Method(s) ... [7]	3 char Treatment code or NA
159	TRI13	11	WTME_TRET8	Character	3	31	33	4	7A._b	Waste Treatment Method(s) ... [8]	3 char Treatment code or NA
160	TRI13	12	WTME_INFLU	Character	2	34	35	4	7A._c	Range of Influent Concentration	Range code (1 through 5) or NA
161	TRI13	13	WTME_EFFIC	Character	5	36	40	4	7A._d	Waste Treatment Efficacy Estimate	Right-justify percent (no decimal point) or NA
162	TRI13	14	WTME_DATA	Character	1	41	41	4	7A._e	Based on Operating Data?	Enter Y or N
163	TRI14	1	REC_TYPE	Character	2	1	2			[File type]	Enter 14
164	TRI14	2	FAC_SEQNUM	Character	4	3	6			[Facility Sequence Number]	Matches code for File Type 01, Field 3
165	TRI14	3	F_ID	Character	15	7	21	1	4.1	TRI Facility ID Number	Left-justified, no dashes
166	TRI14	4	FAC_NAME1	Character	30	22	51	1	4.1	Facility or Estab ... [1st part]	Left-justified *16
167	TRI14	5	FAC_NAME2	Character	30	52	81	1	4.1	Facility or Estab ... [2nd part]	Left-justified *16
168	TRI14	6	FAC_STRT1	Character	30	82	111	1	4.1	Street Address [1st part]	Left-justified
169	TRI14	7	FAC_STRT2	Character	30	112	141	1	4.1	Street Address [2nd part]	Left-justified
170	TRI14	8	FAC_CITY	Character	25	142	166	1	4.1	City	Left-justified
171	TRI14	9	FAC_CNTY	Character	25	167	191	1	4.1	County	Left-justified
172	TRI14	10	FAC_STATE	Character	2	192	193	1	4.1	State	Left-justified
173	TRI14	11	FAC_ZIP	Character	9	194	202	1	4.1	Zip Code	Left-justified
174	TRI14	12	FAC_LAT	Character	7	203	209	1	4.6	Latitude	Format DDDMMSS
175	TRI14	13	FAC_LONG	Character	7	210	216	1	4.6	Longitude	Format DDDMMSS
176	TRI14	14	PAR_CO_NAM	Character	45	217	261	1	5.1	Name of Parent Company	Left-justified
177	TRI14	15	PAR_CO_DUN	Character	9	262	270	1	5.2	Parent Company's Dun & Brad ...	Right-justified, no dashes
178	TRI14	16	MAIL_STR1	Character	30	271	300	1	4.1	Mailing Address ... [1st part]	Left-justified

Record#	File	Field	Field_Name	Type	Width	Start	End	Page	Section	Description	Notes
179	TRI14	17	MAIL_STR2	Character	30	301	330	1	4.1	Mailing Address ... [2nd part]	Left-justified
180	TRI14	18	MAIL_CITY	Character	25	331	355	1	4.1	City [Mailing Address]	Left-justified
181	TRI14	19	MAIL_STATE	Character	2	356	357	1	4.1	State [Mailing Address]	Left-justified
182	TRI14	20	MAIL_ZIP	Character	14	358	371	1	4.1	Zip Code [Mailing Address]	Left-justified
183	TRI14	21	MAIL_NAME	Character	60	372	431	1	4.1	Mailing Facility or Est. Name	Left-justified
184	TRI14	22	MAIL_COUNTRY	Character	2	432	433	1	4.1	Non-US Mailing Country	
185	TRI14	23	MAIL_PROVINCE	Character	25	434	458	1	4.1	Non-US Mailing Province	Left-justified
186	TRI14	24	MAIL_COUNTRY_ NAME	Character	44	459	502	1	4.1	Non-US Mailing Country Name	Left-justified
187	TRI15	1	REC_TYPE	Character	2	1	2			[Record type]	Enter 15
188	TRI15	2	REPORT_NUM	Character	5	3	7			[Report number]	Sequential number
189	TRI15	3	SRCE_REDUC	Character	3	8	10	5	8.10._	Source Reduction Activities ...	Source reduction Activity code
190	TRI15	4	MTHDS_ID1	Character	3	11	13	5	8.10._	Methods to Identify ... [a]	3-char code or NA
191	TRI15	5	MTHDS_ID2	Character	3	14	16	5	8.10._	Methods to Identify ... [b]	3-char code or NA
192	TRI15	6	MTHDS_ID3	Character	3	17	19	5	8.10._	Methods to Identify ... [c]	3-char code or NA
193	TRI16	1	REC_TYPE	Character	2	1	2			[Record type]	Enter 16
194	TRI16	2	REPORT_NUM	Character	5	3	7			[Report number]	Sequential number
195	TRI16	3	SITRCVMTHD	Character	3	8	10	5	7C	On-Site Recycling Processes	3-char. code or NA
196	TRITR	1	REC_TYPE	Character	2	1	2			[Record type]	Enter TR
197	TRITR	2	NUM_FACLTY	Character	5	3	7			Number of Facilities	Total number of facilities in TRI14
198	TRITR	3	NUM_SUBM	Character	5	8	12			Number of Submissions	Total number of submissions in TRI01
199	TRITR	4	REPORT_YR	Character	4	13	16			Reporting Year	Software version year *15
200	TRITR	5	VENDOR	Character	45	17	61			Vendor Name	Company name of the software vendor.
201	TRITR	6	SW_NAME	Character	45	62	106			Software Name	Name of the software.
202	TRITR	7	VERSION	Character	20	107	126			Version	Exact version of the software.
203	TRITR	8	V_CONTACT	Character	30	127	156			Vendor Contact	Name of vendor technical contact.
204	TRITR	9	V_PHNUM	Character	15	157	171			Vendor Phone	Phone number of the technical contact.
205	TRITR	10	V_EMAIL	Character	70	172	241			Vendor Email	Email address of the technical contact.
206	TRI17	1	REC_TYPE	Character	2	1	2			[Record type]	Enter 17
207	TRI17	2	REPORT_NUM	Character	5	3	7			[Report number]	Sequential number
208	TRI17	3	NA	Character	1	8	8	2	1.4	Not Applicable	"y" or "N"
209	TRI17	4	PCT1	Character	5	9	13	2	1.4	Percent	Right justify (pct), zero fill, no decimal point #
210	TRI17	5	PCT2	Character	5	14	18	2	1.4	Percent	Right justify (pct), zero fill, no decimal point *14
211	TRI17	6	PCT3	Character	5	19	23	2	1.4	Percent	Right justify (pct), zero fill, no decimal point *14
212	TRI17	7	PCT4	Character	5	24	28	2	1.4	Percent	Right justify (pct), zero fill, no decimal point *14
213	TRI17	8	PCT5	Character	5	29	33	2	1.4	Percent	Right justify (pct), zero fill, no decimal point *14
214	TRI17	9	PCT6	Character	5	34	38	2	1.4	Percent	Right justify (pct), zero fill, no decimal point *14
215	TRI17	10	PCT7	Character	5	39	43	2	1.4	Percent	Right justify (pct), zero fill, no decimal point *14
216	TRI17	11	PCT8	Character	5	44	48	2	1.4	Percent	Right justify (pct), zero fill, no decimal point *14
217	TRI17	12	PCT9	Character	5	49	53	2	1.4	Percent	Right justify (pct), zero fill, no decimal point *14
218	TRI17	13	PCT10	Character	5	54	58	2	1.4	Percent	Right justify (pct), zero fill, no decimal point *14
219	TRI17	14	PCT11	Character	5	59	63	2	1.4	Percent	Right justify (pct), zero fill, no decimal point *14
220	TRI17	15	PCT12	Character	5	64	68	2	1.4	Percent	Right justify (pct), zero fill, no decimal point *14
221	TRI17	16	PCT13	Character	5	69	73	2	1.4	Percent	Right justify (pct), zero fill, no decimal point *14

Record#	File	Field	Field_Name	Type	Width	Start	End	Page	Section	Description	Notes
222	TRI17	17	PCT14	Character	5	74	78	2	1.4	Percent	Right justify (pct), zero fill, no decimal point *14
223	TRI17	18	PCT15	Character	5	79	83	2	1.4	Percent	Right justify (pct), zero fill, no decimal point *14
224	TRI17	19	PCT16	Character	5	84	88	2	1.4	Percent	Right justify (pct), zero fill, no decimal point *14
225	TRI17	20	PCT17	Character	5	89	93	2	1.4	Percent	Right justify (pct), zero fill, no decimal point *14

 # Example 50% =05000, 5% = 00500, and .5% = 00050

Appendix A: Links to Blank Form R and Blank Form A

PDF files of blank Form R and Form A formats are available on the TRI internet site at:

http://www.epa.gov/tri/report/index.htm

FORM R:

http://www.epa.gov/tri/report/formr.pdf

FORM A:

http://www.epa.gov/tri/report/forma.pdf